



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

## Let's Start an Employee Health Policy!

### Form #3 – Manager's Decision Guide – for managers;

Important points:

- 1) The manager must make a decision if an employee tells the manager he/she is sick with symptoms of foodborne illness.
- 2) There are four (4) blue boxes at the top of the page with a question in each box.
  - a. Manager must ask all four questions.
  - b. Lines lead from the blue boxes to **Yes** or **No** answer boxes.
  - c. If the answer to the question in the blue box is "**Yes**", the manager must make a decision whether to let the employee come to work.
  - d. The "Yes" box has a line that leads to the decision the manager must make depending on the question that was asked.
    - i. The decision boxes are red, yellow and green. **Red** means the employee must be **EXCLUDED** – he/she cannot come to work
    - ii. **Yellow** means the employee must be **RESTRICTED** – he/she can come to work but they cannot do anything that gets them close to food or food-contact surfaces – no food preparation, no dishwashing, for example. They probably will not work in the kitchen at all. If your restaurant is not large enough for an employee to do other things than prepare food, you may decide to tell the employee to stay home.
  - e. If the answer to the question in the blue box is "**No**", all lines lead to a green decision box. The employee may come to work as usual. However, the manager should take the time to review the symptoms of foodborne illness again with the employee.
- 3) The large blue box at the bottom of the page has one more important piece of information in it. If an employee is told by a doctor that he/she is sick from **Norovirus, E. coli O157:H7, Shigella, Hepatitis A virus, or Salmonella Typhi**, you must call the Fairfax County Health Department. There are specific steps to get the employee back to work. The health department will explain those steps.

### Fairfax County Health Department

Division of Environmental Health

Food Safety Section

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[www.fairfaxcounty.gov/hd](http://www.fairfaxcounty.gov/hd)

